



DHS Travel Policy Highlights – 2016

Effective Date:

- November 1, 2015

Key Changes in Policy:

- All Out-of-State travel preauthorization must be submitted to the Agency Head for approval. There are no exceptions to this policy. (pg 4)
 - DHS Non-DFCS – Robyn Crittenden
 - DFCS – Bobby Cagle
 - GVRA – Greg Schmieg
- Approvers who repeatedly approve transactions that are not compliant to the DHS travel policy will be reported to the Commissioner's Office. (pg 5)
- If a temporary fleet vehicle is not available, travelers may choose between a rental vehicle or their personal vehicle. (pg 10)
 - DOAS Cost Comparison tool is only required if Tier 1 reimbursement is requested and personal car mileage exceeds 75 miles per day.
- Tier 2 Personal Car reimbursement rate will apply when:
 - A fleet (government owned) vehicle is available, but a personal motor vehicle is used
 - Personal Car miles exceed 75 miles per day and DOAS Cost Comparison tool was not provided to show personal car was more economical than the rental car.
- Direct bill hotels are not allowed to be prepaid. The hotel must be paid AFTER the trip is completed, and not before. (pg 14)
- All TTE (Concur) travelers are required to enter state paid charges to their expense report. (pg 14 & 19)
 - Airfare & reservation fees should reflect payment type "AirPlus"
 - Enterprise & Hertz fees should reflect payment type "Company Paid"
 - Direct bill hotel fees should reflect payment type "Company Paid"
- State employees are not exempt from the new Georgia Hotel Tax of \$5.00 per room per night that became effective on July 1, 2015. (pg 15)

Noteworthy Changes in Policy:

- Travel expenses and advances should be submitted the travel system as soon as possible, but no later than 30 calendar days after completion of the trip or event. (pg 3 & 20)
- Two new non-reimbursable expenses have been added. (pg 19)
 - Rental Vehicle Maintenance (including car washes)
 - TSA PreCheck Application Fee

Remember:

- Travel expenses will become taxable income if not submitted timely (pg 2)
 - Expenses submitted in excess of 60 days will be added to W-2
 - Advances not returned within 120 days will be added to W-2
- Travel advance requests must be submitted to DHS OFS a minimum of 5 business days prior to travel. (pg 20)